

NORTHWESTERN REGIONAL JAIL AUTHORITY
Minutes
Meeting of Members
February 23, 2023

The Regional Jail Authority meeting was called to order at the Community Corrections Center, 147 Fort Collier Road, Winchester, Virginia 22603 at 10:00 a.m.

PRESENT:

Frederick County

Jay Tibbs
Bob Wells
Charles DeHaven

City of Winchester

Daniel Hoffman
Vice Mayor John Hill
Sheriff William Sales
John Piper

Clarke County

Chris Boies
Sheriff Anthony Roper
Doug Lawrence

Fauquier County

Erin Kozanecki
Sheriff Jeremy Falls

ABSENT:

Christopher Butler
Sheriff Lenny Millholland
Judith McCann-Slaughter
Mayor John Smith

STAFF PRESENT:

Clay Corbin, Superintendent
Lynn McKinley
CSO James Cooper
Kim Wilson
Patty Barr
Tana Jones
Alain Bailey
Tabitha Taylor
Kathy Ritenour

VISITORS:

Brendan Hefty
Captain Parsons
Lt. Johnson

I. CALL TO ORDER

Mr. Tibbs called the meeting to order at 10:01 a.m.

II. APPROVAL OF AGENDA

Mr. Tibbs solicited a motion to approve the agenda. Mr. Tibbs requested a closed session under Section 2.2-3711(A)(7) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation to be added to the agenda as agenda item 7B after FY24 Budget. Mr. Lawrence also requested a discussion on opportunities to spend some of the localities' opiate settlement funds to offset the localities' shares. Mr. Tibbs made this addition 7A. A motion was made by Mr. DeHaven to approve the agenda with the additions. Mr. Wells seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM NOVEMBER 3, 2022

Mr. Tibbs solicited a motion to approve the minutes from the November 3, 2022, meeting. A motion was made by Ms. Koszanecki to approve the minutes. The motion was seconded by Sheriff Falls. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER

The Authority recognized Kathy Ritenour as the Jail's Fall 2022 Employee of the Quarter.

V. ELECTION OF OFFICERS

Mr. Wells made a motion to nominate Mr. Tibbs as Chairman, Ms. Kozanecki seconded the motion. The motion was unanimously approved.

Mr. Hoffman nominated Deputy City Manager John Piper as Vice-Chairman. Sheriff Falls seconded the motion. The motion was unanimously approved.

Ms. Kozanecki nominated Superintendent Corbin as Secretary/Treasurer. Mr. Wells seconded the motion. The Jail Authority unanimously approved.

COMMITTEE APPOINTMENTS

Those members currently serving on the Jail Authority Committees will remain on those committees. The Jail Authority unanimously approved.

Finance

Judith McCann-Slaughter, Chair
Chris Boies
Erin Kozanecki
Dan Hoffman

Personnel

Sheriff Anthony Roper, Chair
Sheriff Lenny Millholland
Robert Wells
Mayor John Smith

Developmental Committee

Chris Boies, Chairman
Sheriff William Sales
Sheriff Jeremy Falls
Doug Lawrence
Mayor John Smith

VI. FY23 BUDGET UPDATE

Superintendent Corbin reported the fund balance on February 14, 2023, as \$4,068,370. Our current revenues are estimated at \$575k over what is budgeted; this is due mostly to the Comp Board revenue not being finalized until June 2022, which included a 5% increase and an adjustment in all base salaries. He also reported the expenditures is estimated to be about \$2.4M savings (\$1.6M of that is due to personnel savings with an average of 30 vacancies); other savings due to contract nurses not being

used and Anthem/Pharmacy costs have stabilized/decreased. The Superintendent reported that for the past 2 years we spent \$750,000, in the past 7 months we have paid \$78,000, which an anomaly. He is still leery whether it will stay that way. The Superintendent anticipates our beginning fund balance in FY24 will be \$7M. These are only estimates based off the information we have through February.

VII. FY24 BUDGET UPDATE

Superintendent Corbin presented the following chart:

FY24 Budget – presented in November

	FY23 Budget	Proposed FY24 Budget	Increase/Decrease
Personnel	\$19,121,332	\$20,077,602	\$ 956,270
Operating	\$ 5,737,610	\$ 5,694,527	\$ (43,083)
Capital/leases	\$ 60,157	\$ 156,700	\$ 96,543
Bonds	\$ 1,594,115	\$ 1,602,759	\$ 8,644
TOTAL	\$26,513,214	\$27,531,588	\$1,018,374

*The budget proposed in November included a 2% COLA and a \$600,000 fund balance draw. A 7% COLA and a \$818,000 fund balance draw is now proposed for FY24.

FY24 Budget - Updated

	FY23 Budget Proposed in Nov.	Proposed FY24 Budget (7% COLA included)	Increase
Personnel	\$20,077,602	\$20,805,822	\$ 728,220
Operating	\$ 5,694,527	\$ 5,784,308	\$ 89,781 (operating reserve)
Capital/leases	\$ 156,700	\$ 156,700	\$ 0
Bonds	\$ 1,602,759	\$ 1,602,759	\$ 0
TOTAL	\$27,531,588	\$28,349,589	\$818,001

- Frederick County included a 7% COLA in their budget overview. This increases the budget by \$818,001.
- Compensation Board estimates are higher than what was presented by \$300k. This will be added into revenues, reducing locality shares.

Superintendent Corbin presented the following chart:

FY24 Budget – Fund Balance Options

Locality	FY23	FY24 – November Meeting	FY24- 7% COLA; \$300k from Comp Board; \$1.3M Fund Balance	FY24 0 7% COLA \$300k from Comp Board; \$1.5M Fund Balance	Fy 24 – 7% COLA \$300k from Comp Board; \$1.9M Fund Balance	Increase/decrease compared to FY23 shares based off \$1.9M draw
Clarke County	\$616,757 3.77%	\$575,347 3.25%	\$569,432	\$ 562,932	\$ 549,932	- \$66,825
Fauquier County	\$2,858,022 17.47%	\$3,096,254 17.49%	\$3,064,422	\$3,029,442	\$2,959,482	\$101,460
Frederick County	\$7,258,753 44.37%	\$8,132,755 45.94%	\$8,049,145	\$7,957,265	\$7,773,505	\$514,752
Winchester	\$5,626,066 34.39%	\$5,898,638 33.32%	\$5,837,996	\$5,771,356	\$5,638,076	\$12,010

A motion was made by Mr. Boies to approve the FY24 Budget with the \$1.9M from fund balance. The motion was seconded by Ms. Kozanecki. The Jail Authority unanimously approved.

Superintendent Corbin reported that the fund balance as of February 16, 2023, was \$4,068,370. Anticipated beginning fund balance FY24 to be \$7M.

$$\begin{aligned} \$7,000,000 (-) \$1,900,000 &= \$5,100,000 \\ \text{Required } 12\% &= \$3,401,951 \end{aligned}$$

Excess = \$1.7M can be used towards FY25 budget

VIIA. LOCALITIES' OPIATE SETTLEMENT FUNDS

The Jail Authority had a brief discussion on how the Opiate settlement funds could be used with the possibility of using the funds to offset localities' shares or expand the mental health program. The boundaries need to be very clearly stated.

VIIIB. CLOSED SESSION UNDER SECTION 2.2-3711(A)(7)

Motion to convene in closed session pursuant to: read by Brandan Hefty, NRADC Attorney

Section 2.2-3711(A)(7) of the Code of Virginia for Consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, specifically the case of Saville v. Northwestern Regional Jail Authority et al, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Jail Authority.

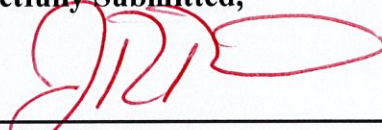
A motion was made by Mr. Smith to go into closed session at 10:30 a.m. The motion was seconded by Mr. Smith. The Jail Authority unanimously approved.

The Jail Authority reconvened at 10:45 a.m. to an open meeting and a roll call of each member was done to certify only such business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. All members present answered with "aye".

VIII. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:50 a.m.

Respectfully Submitted,



FOR

Jay Tibbs, Chairman
Regional Jail Authority

John Piper
Vice chairman